



Site Visit and Reporting Guidance

*For Charter Schools Authorized by
the Indiana Charter School Board*

Revised January 2016

For more information, please visit the
Indiana Charter School Board website:

<http://www.in.gov/icsb>

Important Changes

The Indiana Charter School Board (“ICSB”) [Accountability System](#), which is incorporated into the Charter Agreement, sets forth the goals and measures for the school and is used to evaluate the academic performance, financial health, and organizational compliance of each school authorized by the ICSB. At its core, the Accountability System poses three critical questions:

- Is the school’s educational program demonstrating success?
- Is the school in good financial health?
- Is the organization in compliance with applicable laws and regulations, and with the Charter Agreement?

Historically, the ICSB has utilized annual site visits as an integral part of its Accountability System; however, effective immediately, the ICSB will be discontinuing its practice of conducting annual site visits for each school that it authorizes. Instead, each school will be asked to provide certain documentation to the ICSB throughout the year to allow the ICSB to gauge the schools’ progress toward meeting academic success, financial health, and organizational compliance goals.

A list of the ICSB Reporting Requirements may be found in **Appendix A** of this document. The ICSB Reporting Requirements are organized by date, and the documents cover all reports necessary for general monitoring as well as fulfillment of the annual reporting requirements.

Formal site visits will continue to be conducted during the Pre-Opening process, and End-of-Term site visits will continue to be conducted at the end of a school’s Charter Agreement.

In addition, the ICSB may conduct Monitoring site visit(s) at its discretion should concerns arise concerning a school’s progress toward meeting academic success, financial health, and organizational compliance goals during the term of the Charter Agreement.

More detail on each type of site visit is provided below.

Pre-Opening Site Visit

General Information

A charter school's ability to successfully fulfill the terms of its charter agreement depends a great deal upon what happens before the doors of the school ever open. Some of the most complicated tasks and critical timelines occur during a charter school's pre-operational year(s). In accordance with [Exhibit D](#) of the Charter Agreement, ICSB staff members will visit the Charter School Building for an inspection and review prior to the time that the Charter School is scheduled to commence instruction. The Pre-Opening site visit will be guided by the Prior Action Checklist as set forth in [Exhibit D](#) of the Charter Agreement. Progress toward completion of Prior Action Checklist items will be regularly assessed by ICSB staff.

Pursuant to Paragraph 2.3 of the Charter Agreement, the Organizer agrees that it shall not provide instruction to any student attending the Charter School until and unless: (a) the Organizer issues a written statement to the Executive Director, attesting to the Organizer's completion in a timely manner, of all Prior Actions, and (b) the Executive Director shall have confirmed in writing the completion of such Prior Actions (referred to as the "Prior Action Completion Letter"). The Pre-Opening Site Visit will allow the school to demonstrate the work that has been done to prepare for a successful school opening and will also serve as a check-point to ensure that all Prior Actions have been completed.

Approximately 7 months prior to the first day of school, the ICSB will hold an in-person meeting or conference call with the school's Board Chair, School Leader (if identified), Start-Up Coordinator, and Education Service Provider ("ESP") representative (if applicable). During the call, ICSB staff will walk through the Prior Action Checklist and describe the specific requirements for completing each Prior Action. In addition, ICSB staff will ask the Board Chair or Start-Up Coordinator to provide a status update on the school's facility, insurance coverage, and start-up funding. During this call, the date of the Pre-Opening site visit will be scheduled. The Pre-Opening Site Visit may occur, at the earliest, fifteen days prior to the opening of the school, although they are generally conducted in the summer prior to the start of the school's first year.

The ICSB will hold a conference call with the school's Board Chair, School Leader, Start-Up Coordinator and ESP representative (if applicable) approximately 1 month in advance of the Pre-Opening site visit to provide detailed guidance for the site visit and to address any questions or concerns that the school might have. During the call, ICSB staff will ask the school to provide a status update on the completion of each item listed in the Prior Action Checklist. In addition, ICSB staff will confirm the date, time and location for the Pre-Opening site visit. This will enable ICSB staff to better prepare for the Pre-Opening Site Visit and will reduce the time needed for the visit.

The following persons must attend the Pre-Opening Site Visit meeting:

- Board Chair
- School Leader
- Financial Manager
- Operations/Business Manager or Start-up Coordinator
- (If applicable) Representatives from the ESP
- ICSB representatives

Additional Board members are welcome to attend parts of the site visit; however, the members should refrain from discussing official board business, particularly if a quorum is present.

The Pre-Opening Site Visit will be held at the school site and will commence with a tour of the school facility followed by an opportunity for the school to demonstrate how the Prior Actions have been met. The final portion of the meeting will be reserved for discussion of the school's progress. A Pre-Opening Site Visit will typically take two hours.

After the Site Visit, the ICSB will issue a Prior Action Completion Letter if the school meets all of the criteria specified within the Prior Action Checklist. Schools that have not completed all Prior Actions may be required to delay opening, potentially to the following school year.

Pursuant to Paragraph 15.5c of the Charter Agreement, the ICSB reserves the right to terminate the charter at the time of the Pre-Opening Site Visit if it is clear that significant deficiencies exist which lead ICSB to question the viability of the school. Such revocation is subject to the notice and cure provisions set forth under Paragraph 15.6 of the Charter Agreement.

Monitoring Site Visits

ICSB staff members may, at their discretion, conduct Monitoring site visits. The ICSB may conduct Monitoring site visits any time throughout the year to fulfill its duties as an authorizer. Reasons for a Monitoring site visit include, but are not limited to, follow-up on implementation of improvement plans or documentation of best practices. Monitoring site visits may be with or without notice. At its discretion, ICSB staff may opt not to conduct Monitoring site visits for schools that are performing well across all Accountability Plan dimensions.

Monitoring site visits are conducted by ICSB staff members and/or their authorized designees, who may interview key stakeholders, conduct school walkthroughs, and review documentation.

Pursuant to Paragraph 15.4 of the Charter Agreement, if compliance concerns arise from a Monitoring site visit, the ICSB may require the school to implement a Corrective Plan. At the request of the school's Board and school leadership, ICSB staff will schedule follow-up conference calls regarding the site visit.

End-of-Term Site Visits

The End-of-Term site visit is conducted by ICSB staff and expert external evaluators in the Fall of Year 5 of the Charter Agreement. This site visit is conducted after a school has submitted a Charter Renewal Application and provides a summative evaluation of the school's performance over the entire term of the charter. Written feedback is provided to the Board of Directors and school leadership and is used to determine charter renewal recommendations. External evaluator fees are paid by the ICSB.

Outlined below is the process the ICSB review team utilizes during the site visit to gather information as evidence of progress in each category.

Is the school's educational program demonstrating success? The ICSB gathers information on the academic program through a review of academic outcomes as measured by state and local assessments, interviews with leadership and staff, classroom observations, and inspection of the physical learning environment. A combination of quantitative and qualitative data enables the ICSB to better understand the overall success of the school.

Is the school in good financial health? The ICSB gathers information on the school's financial health from interviews with leadership, and staff, observation of business practices. Interviews with stakeholders are critical to understanding how well the school is managed financially and the extent of Board knowledge surrounding financial oversight.

Is the organization in compliance with applicable laws, regulations, and the Charter Agreement? The ICSB gathers information on the school's organizational effectiveness and leadership through interviews with leadership and staff, observation of school routines and school climate, and examination of school documents. The ICSB may complete a document review on site to monitor compliance.

Appendix A

ICSB REPORTING CALENDAR

2016-2017 SCHOOL YEAR

All data should be submitted using the ICSB sFTP process by the **DATE DUE** column.

DATE DUE	REQUIRED DOCUMENTATION/REPORT	SY data	Accountability
7/1/2016	Annual Budget Report (Board Approved)	1617	Financial Report
7/1/2016	DOE-SR (Charter School Residence)	1516	Monitoring
7/1/2016	DOE-ME (Membership Report)	1516	Annual Report
7/1/2016	DOE-MA (Membership for Adult Learners Report)	1516	Annual Report
7/1/2016	Discipline Policy	1617	Monitoring
7/1/2016	Board of Directors Roster	1617	Opening
7/1/2016	Special Education and 504 Procedure Document	1617	Monitoring
7/1/2016	Board Meeting Calendar	1617	Opening
7/1/2016	Master Schedule	1617	Opening
7/1/2016	School Handbook	1617	Opening
7/1/2016	Organizational Chart	1617	Opening
7/1/2016	Statement of Assurances	1516	Annual Report
7/1/2016	Conflict of Interest Report	1516	Annual Report
7/31/2016	School Calendar	1516	Annual Report
7/31/2016	DOE-AT (Attendance Report)	1516	Annual Report
7/31/2016	DOE-CE (Certified Employee Report)	1516	Annual Report
7/31/2016	DOE-CP (Certified Personnel Report)	1516	Annual Report
7/31/2016	DOE-CC (Course Completion Report)	1516	Annual Report
7/31/2016	Charter School Changes Report	1516	Annual Report
8/1/2016	Staff Roster	1617	Opening
8/30/2016	DOE-RT (Real-Time Report) BOY data	1617	Monitoring
9/1/2016	Updated Staff Roster	1617	Opening
9/1/2016	Updated Master Schedule	1617	Opening
9/1/2016	Seclusion and Restraint Report	1516	Annual Report
9/30/2016	DOE-ES (Expulsion/Suspension Report)	1516	Annual Report
9/30/2016	DOE-ME (Membership Report)	1617	Monitoring
9/30/2016	DOE-MA (Membership for Adult Learners Report)	1617	Monitoring
9/30/2016	Interim/BOY Assessment data	1617	Monitoring
10/31/2016	DOE-RT (Real-Time Report) EOY	1516	Annual Report
10/31/2016	DOE-SR (Charter School Residence)	1617	Monitoring
10/31/2016	DOE-GR (Graduate Report)	1516	Annual Report
10/31/2016	DOE-DT (Dual Credit Completion)	1516	Annual Report
11/15/2016	Q1 Budget Report	1617	Financial Report
11/15/2016	July, August, September Board Meeting Minutes	1617	Financial Report
11/30/2016	SBOA Audit	1516	Annual Report
12/1/2016	Staff Evaluation Report	1516	Annual Report

Appendix A

DATE DUE	REQUIRED DOCUMENTATION/REPORT	SY data	Accountability
12/1/2016	DOE-ER (Educator Evaluation Results)	1516	Annual Report
12/30/2016	DOE-RT (Real-Time Report) Q2	1617	Monitoring
1/10/2017	Updated Staff Roster	1617	Site Visit
1/10/2017	Updated Master Schedule	1617	Site Visit
1/10/2017	Updated Board of Directors Roster	1617	Site Visit
1/10/2017	Updated Board Meeting Calendar	1617	Site Visit
1/15/2017	Interim/MOY Assessment data	1617	Monitoring
2/15/2017	Q2 Budget Report	1617	Financial Report
2/15/2017	October, November, December Board Meeting Minutes	1617	Financial Report
2/28/2017	DOE-SR (Charter School Residence)	1617	Monitoring
2/28/2017	DOE-ME (Membership Report)	1617	Monitoring
2/28/2017	DOE-MA (Membership for Adult Learners Report)	1617	Monitoring
3/31/2017	DOE-RT (Real-Time Report) Q3	1617	Monitoring
5/1/2017	Projected Enrollment	1718	Monitoring
5/15/2017	Q3 Budget Report	1617	Financial Report
5/15/2017	January, February, March Board Meeting Minutes	1617	Financial Report
6/1/2017	Board Meeting Calendar	1718	Opening
6/1/2017	Interim/EOY Assessment data	1617	Monitoring
6/1/2017	ISTEP+ vendor data (csv/excel format)	1617	Monitoring
6/1/2017	ECA vendor data (csv/excel format)	1617	Monitoring
6/30/2017	DOE-RT (Real-Time Report) Q4	1617	Monitoring
8/15/2017	Q4 Budget Report	1617	Financial Report
8/15/2017	April, May, June Board Meeting Minutes	1617	Financial Report

The following documents/data reports may not be formally collected but should be available upon request by ICSB:

- Performance Evaluations
- Board Policies
- School Goals
- Resumes
- Background Checks
- Insurance Policies
- Loans/Debt Documentation
- Form 9 as submitted to IDOE
- Assessment Calendar
- Marketing Strategies
- Enrollment Process
- Grievances
- Staff Policies
- Inventory